STUDENT TEACHER ASSIGNMENT CHECKLIST

Responsibilities of student teachers are discussed in the previous section of the student teaching handbook, pages 4-8. Please refer to this section for greater detail regarding your duties during your student teaching assignment. Below is a checklist to help you track your assignments and tasks while you are student teaching.

General:

_____ Obtain materials, including seating charts, textbooks, etc.
_____ Complete written lesson plans for every lesson you teach
_____ Self-assess in writing at least once per day (self-assessment is in lesson plan)
_____ Assume sole responsibility for the FULL range of teaching and learning activities for a MINIMUM of three weeks
_____ Collect materials for teaching and for portfolio
_____ Plan for and teach all sections of your cooperating teacher's schedule.
_____ Prepare a lesson plan from your unit for every lesson you teach. Consult regularly with your cooperating teacher.
_____ Demonstrate in all of your lesson plans your ability to meet diversity requirements in Standard Three, including differentiation of instruction for special education, ELL, and/or culturally diverse populations.

Journal:

Week One	_____	_____	Week Five	_____	_____	Week Nine	_____	_____
Week Two	_____	_____	Week Six	_____	_____	Week Ten	_____	_____
Week Three	_____	_____	Week Seven	_____	_____	Week Eleven	_____	_____
Week Four	_____	_____	Week Eight	_____	_____			

Week One:

_____ Submit the *Student Teaching Placement and Schedule* form via email, mail, or fax to your University Supervisor

Week Two:

_____ Videotape and self-assess a lesson this week (see appendix)
_____ Take on responsibility for one class

Week Three:

_____ Take on responsibility for an additional class

Week Four:

_____ Take on responsibility for an additional class
_____ Prepare for the Analysis of Student Learning assignment

Week Five:

_____ Prepare a lesson using technology that your cooperating teacher evaluates (see appendix)
_____ Take on responsibility for all classes
_____ Gather data, complete the Analysis of Student Learning assignment

Week Six:

_____ Complete and submit the Analysis of Student Learning assignment
_____ Reduce teaching load to 2 or fewer classes/sections to allow for reflection and analysis
_____ Ask cooperating teacher for feedback about your performance thus far

Week Seven:

_____ Take on responsibility for all classes

Week Eight:

_____ Take on responsibility for all classes
_____ Videotape and self-assess a lesson this week (see appendix)

Week Nine:

_____ Take on responsibility for all classes

Week Ten:

_____ Begin to transition out of classes

Week Eleven:

_____ Design and distribute a student evaluation of your teaching
_____ Ease out of teaching classes and begin observing other teachers in your discipline